

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
June 5, 2017**

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The meeting was called to order by President Richard Shruhan at 7:00pm. President Shruhan noted the meeting was being recorded stenographically by Recording Secretary Allison Lytle

As there was a quorum present, the roll call was taken:

**Present**

Richard Shruhan  
Anne Quinn  
Don McAllister  
Wes Merrill  
Linda Quigley  
Martha Cavanaugh  
Stephanie Najjar  
Dianne Caputo  
Jean Ahearn

**Absent**

Margaret Tierney  
Tracy Valletti

**Approval of minutes from previous meeting**

A **MOTION** was made by Wes Merrill to approve the minutes of the May 1, 2017 meeting as presented. The motion was seconded by Don McAllister. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

**Receipt of Communications**

President Shruhan stated there were no communications on which to report.

**Report of the Library Director**

**Staffing:** Library Director Melissa Robinson reported the first interviews for six candidates for the Library Director position were held by the Search Committee between May 8<sup>th</sup> and May 15<sup>th</sup>. Three candidates were shortlisted for second interviews. Director Robinson reported second interviews with two finalists were held at a special Trustees' meeting on May 24<sup>th</sup>; the third candidate withdrew his application. Subsequent to the second interviews, the Trustees went into Executive Session for discussion and vote. Director Robinson reported the Trustees voted to recommend that she be offered the Library Director position by Mayor Bettencourt. Director Robinson was pleased to accept the position effective Monday, June 5, 2017. Director Robinson stated she wanted to thank the Board for the confidence they had shown in her and for their support as she moved into the new role.

Director Robinson reported Senior Reference Librarian Sara Kelso had been accepted to both professional development programs that she applied to: SET: Skill, Empowerment and Talent, and the certificate program in Local Government Leadership and Management at Suffolk University. Ms. Kelso was submitted a scholarship application for \$500 to the Mass Municipal Association for the Suffolk program.

Director Robinson reported South Branch Librarian Alysa Hayden participated in a panel discussion at the Massachusetts Library Association Conference in May. The presentation was on unusual library programs led by librarians.

Director Robinson reported the Library was in the process of completing employment paperwork for six summer interns. The interns were Peabody residents who were current college students. Director Robinson stated each intern would work a part-time schedule for a maximum of eight weeks.

Director Robinson reported two Library Pages had requested more than the standard 2-week summer vacation request. Kirsten Crowe asked for a 4-week absence to attend an SAT leadership program at Colgate University, and Thomas Ambrose asked for three weeks off, one of which was for an Eagle Scout Training program. Director Robinson submitted their written requests for the Board's approval. Director Robinson reported that both Ms. Crowe and Mr. Ambrose were capable Library Pages and reliable employees.

In response to a question from the Board, Ms. Robinson stated that the additional time off would be without pay and the Library could staff around the requests.

Director Robinson reported Librarian Gail Desmond's mother, Maureen Conrad, passed away in early April. Flowers were sent to the family on behalf of the staff and Trustees.

Director Robinson reported the Library Aides had asked the bargaining unit to represent them. There would be a preliminary meeting scheduled soon between the Federation and the city to determine the extent of their terms.

Director Robinson stated that with the Board's approval, she would like to recommend a pilot program for Staff Development that would require the Library to close to the public for two hours at the beginning of a work day in the fall of 2017. Director Robinson explained the program would be mandatory for all library personnel, scheduled from 9am-11am, and would include two components: the first component would be intended as a news and information sharing session among departments, and the second component would focus on a particular topic. Examples might be a presentation on new technologies, strategic planning sessions, or trends in public service. Director Robinson stated future sessions might have staff break out into small groups for hands-on workshops. Director Robinson reported staff had long asked for library administration to consider staff-wide meetings to better facilitate communication, and that model was seen as the best alternative; it was the model that was commonly used at other libraries and involved minimal impact on public services. Director Robinson stated library staff would publicize the closure heavily to reduce public impact. Director Robinson reported surveys and feedback would determine its success and serve as the basis for future programs.

**Buildings & Grounds:** Director Robinson provided the following project updates –

- **Elevator:** No service issues since April 29 visit. Assistant Director Guyote informed Associated that the invoice for the last service call was being disputed. They would review their files and respond to the Library.
- **Huntington Controls:** Clerk of the Works and Facilities Manager had completed interrogatories. They were now responding to 46 Requests for Documentation.
- **West Branch roof:** Repairs were done Tuesday, May 23<sup>rd</sup>. The Library might not know how effective the repairs were until next major winter storm when blocked drains create a standing water issue. The roofer found design flaws that contribute to drainage issues (drains were installed too high).
- **Closeout of the HVAC Project:** Bids were received from Viking and Burnell. There was a significant discrepancy in the dollar value between the bids. Clerk of the Works and Facilities Manager were evaluating bids to determine the next step.
- **Daikin HVAC Maintenance Agreement:** Current contract was valid until mid-July 2017. Clerk of the Works had not yet secured an agreement from Daikin to extend the current contract for Year 2 at the same rate. They had until July 5<sup>th</sup> to respond. If they did not agree, and RFP would be issued to a short list of providers.
- **Sutton Room Ceiling:** The Library was working on a list of contact to schedule a site visit and evaluation.

**Budget:** Director Robinson provided the Board with an updated budget for their review.

Director Robinson reported the Library received its second and final award from State Aid to Public Libraries for FY17, bringing the total amount to \$62,634.58. That amount was \$1,634.58 over the estimate of \$61,000. Director Robinson proposed the Board approve the expenditure of those funds for Operating expenses.

Director Robinson reported the Commonwealth was in the process of finalizing and approving the FY18 budget. Based on what had emerged from the House and Senate so far, indicators show that State Aid to Public Libraries might see a slight increase in FY18. Based on the award last year, Director Robinson stated she would proposed that the Board approve the following breakdown of spending, with an estimated total of \$66,000. The proposed percentages align with FY17 spending recommendations. When the final FY18 budget was approved, the dollar amounts would be adjusted.

Utilities	\$10,550	16%
Operating	\$10,550	16%
Books	\$17,400	26%
Audubon	\$12,000	18%
Programs	\$10,550	16%
Building	\$4,950	8%

**Programs/Activities:** Director Robinson reported the Creativity Lab was introducing two new programs that summer: Digital Embroidery and Create Your Own Font. Digital Embroidery was shaping up to be an in-demand program. The first session in June had a wait list larger than the class size so a second session was added in July; it had 9 of 10 seats booked in less than 24 hours. The summer would also see the third year of the popular 2-week Maker Academy program for teens, starting July 31<sup>st</sup>.

Director Robinson reported the programming librarians at the Main, West and South had active schedule of programs planned for the summer. That year's summer reading theme was Build a Better World. Planned programs for children included: Creature Teachers, a Dinosaur Dig, a series of science programs, a number of musical concerts and a Because Kids Care Club. The Teen Department was once again offering its popular two-week Maker Academy program that allowed teens to use the tools in the Creativity Lab to create their own comics.

Director Robinson reported the summer Food Service Program was scheduled to run from July 5<sup>th</sup> through August 17<sup>th</sup>, Monday through Thursday at 12pm. The Haven from Hunger was not participating in that year's Summer Food Service Program. Director Robinson and Teen librarian Cate Merlin were in discussions with the Peabody Health Department and the Salem Public Schools Food and Nutrition Services Department to find another agency to sponsor and provide the lunches that year. Director Robinson reported lunches would be staffed by the teen department staff, teen interns from the North Shore Workforce Investment Board's F1rst Jobs summer internship program, and teen volunteers in that summer's VolunTeen program.

Director Robinson reported Archivist Erik Bauer had recently completed digitizing all 124 years of the library's annual reports, as well as reports from the Peabody Community House Collection and materials from the Peabody Historical Society. All of those materials were now available on the Internet Archive.

Grants: Director Robinson reported Mass Literacy had awarded the Library a \$1,000 grant to support the new Family English Conversation Circles.

Other: Director Robinson reported the South Branch had a new Circulation Desk, funded by Peabody Institute Library Foundation and the State Aid fund. It was a 2-person workstation with an ADA service station and a book drop. It was made of solid maple, designed by Pompanoosuc Mills, which was in the statewide purchasing consortium.

As there were no additional questions from the Board, a **MOTION** was made by Stephanie Najjar to accept the Director's Report as presented. The motion was seconded by Jean Ahearn. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

### **Reports of the Committees**

**BUILDINGS & GROUNDS:** Committee Chair Wes Merrill stated there was nothing to report in addition to the report provided by the Library Director.

**AUDUBON PRINTS:** Committee Chair Don McAllister stated there was no new report from the Committee.

**PERSONNEL:** Committee Chair Don McAllister reminded the Board that there would be three openings on the Board of Trustees during that year's election. Trustee Dianne Caputo would be running to fill the remaining two-year term vacated by Paul Misci and Trustee Tracy Valletti also would be running again. However, there were still Trustee

vacancies as there were Trustees who were not running for reelection. Should anyone know anybody who was possibly interested in running, the Trustees could encourage them to attend a meeting prior to the election so they could get a better understanding of the work of the Board.

In response to a question from the Board, Director Robinson reported that they had sent the vacant West Branch Librarian position to vacancy review for approval. Once rehiring for the position was approved, they would post the position and begin the hiring process.

**POLICIES:** Committee Chair Jean Ahearn stated there was no new report from the Committee.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Stephanie Najjar stated the next Foundation meeting was scheduled for Wednesday, June 14, 2017. Trustee Najjar would provide an update at the next meeting.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Liaison Dianne Caputo reported the Friends last met on May 3<sup>rd</sup>. The Friends discussed the following issues-

- Sent out a card and gift to Rosemary O'Brien in thanks for the years of service, all of her work on the flower sales, etc. (she moved to Holyoke, MA).
- Amazon Smile account was set up and the link was sent to members.
- The Friends will be selling whoopie pies at the International Festival again that year.
- Kelley Rae Unger received a \$2,000 grant for postage to develop a program where they can send books to homebound individuals.
- Current balance was \$8,998.
- Cate Merlin thanked the Friends for providing magnets and stickers for PILCON, which was quite successful.
- Three scholarships of \$250 were awarded to Shannon Silva, Thomas Ambrose, and Katrina Allain – former library pages. The scholarships would be handed out at their meeting that week.
- Discussed a program using American Girl dolls which was being held in the West Branch Library. The program had been very successful in other libraries.
- Next meeting was scheduled for Wednesday, June 7, 2017.

A **MOTION** was made by Don McAllister to accept the committee reports as presented. The motion was seconded Linda Quigley. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

### **Old Business**

President Shruhan stated there was no new business on which to report.

### **New Business**

A **MOTION** was made by Don McAllister to support the new staff development training program during the week, to authorize the closing of the Library for two hours, and to authorize the expenditure of additional funds for staff pay during those hours as required. The motion was seconded by Martha Cavanaugh. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Stephanie Najjar to approve the disbursement of the state aid for FY18 as outlined by the Library Director's report.

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Operating	\$10,550	16%
Books	\$17,400	26%
Audubon	\$12,000	18%
Programs	\$10,550	16%
Building	\$4,950	8%

The motion was seconded by Jean Ahearn. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Linda Quigley to approve the extended vacation requests made by Kirsten Crowe and Thomas Ambrose. The motion was seconded by Jean Ahearn. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Jean Ahearn to approve the disbursement of FY17's state aid overage into operating expenses. The motion was seconded by Stephanie Najjar. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

President Richard Shruhan stated he would like to organize a picture of Board of Trustees as it was currently constituted; it had been some time since a formal picture was taken. To that end, President Shruhan contacted Tim Spanos who coordinated the pictures taken of the City Council to get the contact information of the photographer. President Shruhan asked Trustee Anne Quinn to contact the photographer and gather information on the cost, package options, etc. Trustee Quinn stated she would look into it and would bring the information to the next meeting.

A **MOTION** was made by Don McAllister to recess the Board for July and August and reconvene on Monday, September 11<sup>th</sup> at 7:30pm. The motion was seconded by Linda Quigley. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Wes Merrill. The motion was seconded by Don McAllister. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

The meeting was adjourned at 8:25pm.

Submitted by,

Allison M. Lytle  
Recording Secretary